

[Company Letterhead]

[Date]

[Auditor Name/Accounting Firm]

[Address]

[City, State, Zip Code]

RE: Disclosure of Pending Litigation for Financial Statement Period Ending [Date]

Dear [Auditor Name],

In connection with the audit of the financial statements of [Company Name] for the period ending [Date], we are providing the following information regarding pending or threatened litigation, claims, and assessments.

The following matters are currently outstanding:

1. Case Title: [Case Name/Number]

Nature of Litigation: [e.g., Breach of Contract, Employment Dispute]

Status: [e.g., Discovery Phase, Trial Set for Date]

Legal Counsel: [Firm Name]

Management's Evaluation: [Describe whether the outcome is probable, reasonably possible, or remote.]

Estimated Financial Exposure: [Amount or range, or statement that an estimate cannot be made.]

2. Case Title: [Case Name/Number]

Nature of Litigation: [Description]

Status: [Description]

Legal Counsel: [Firm Name]

Management's Evaluation: [Evaluation]

Estimated Financial Exposure: [Amount]

Except as noted above, management is not aware of any other unasserted claims or assessments that are probable of assertion and must be disclosed in accordance with Financial Accounting Standards.

We have also instructed our outside legal counsel to provide you with direct confirmation regarding these matters and any other legal contingencies of which they have knowledge.

Sincerely,

[Signature]

[Name of Officer]

[Title, e.g., Chief Financial Officer]

[Company Name]